



Digital Fingerprinting RFP 2022-700-01 Amendment 1

*****CHANGES WERE MADE IN RFP AS ORIGINALLY WRITTEN, PLEASE NOTE CHANGES TO THE CATEGORY LISTED BELOW:**

4.2.5.1.2/4.2.5.1.3 References

The proposing Vendor must provide a minimum of three (3) references for which it has performed similar services. These references may be contacted to verify Vendor's ability to perform the contract. The Department reserves the right to use any information or additional references deemed necessary to establish the ability of the Vendor to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.

For each reference, the Vendor must provide: company/agency name of the reference; location where the services were performed (city, state); primary and secondary contact name, title, telephone number, and e-mail address; a brief description of the project; description of the Vendor's role in the project; and the start and end date of each project.

4.2.5.1.3/4.2.5.1.4 Contract Performance

If the vendor, or any proposed Subcontractor, has had a contract terminated for default during the past five years, all such instances must be described as discussed below. Termination for default is defined as notice to stop performance delivery due to the vendor's nonperformance or poor performance and the issue was either (a) not litigated due to inaction on the part of the vendor; or (b) litigated and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The Department will evaluate the facts and may, at its sole discretion, reject the vendor's Proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If the vendor has experienced no such terminations for default in the past five years, so declare. If at any time during the past five years, the vendor has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such early terminations have occurred, so declare.

Failure to report on the foregoing or if the information furnished is determined to be inaccurate, whether by omission or commission, shall result in rejection of the vendor's Proposal.

No points will be assigned to proposals submitted by new or current vendors who have performed their contractual obligations satisfactorily. **However, current vendors who have performed unsatisfactorily may experience point deductions up to a maximum of 10 points.**

***Note:** The Department reserves the right to not enter into a new contract with a current vendor who is under a corrective action plan until all corrective requirements have been met.*



Digital Fingerprinting RFP 2022-700-01

Amendment 1

4.2.5.1.4/4.2.5.1.5 Project Staff/Resumes/Job Descriptions

Vendors must submit a resume or job description detailing the level of education, experience, training, skills, etc. which emphasizes previous experience in the service area as described in this RFP for all key personnel who will be involved with the proposed project. Vendors must indicate that they have sufficient staff to perform the services required in this RFP. If sufficient staff is not currently available, describe how staff will be obtained to provide the services and the timeline for obtaining the needed staff. Indicate the number of anticipated staff for each position title. List all professional licenses held by the key staff.

4.2.5.1.5/4.2.5.1.6 Staff Performance Evaluations and Training

Vendors must describe their staff development program regarding orientation, on-going staff evaluation and training that will be implemented throughout the contract period to ensure delivery of effective services that adhere to the Department's required performance standards.

4.2.5.1.6/4.2.5.1.7 Background Checks

Describe in detail the steps the vendor will take to ensure that no employee, regardless of their position, has been the subject of any incident or investigation which would call into question the propriety of that employee's working with the population indicated in this document and for this project. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded.

6.0 EVALUATION CRITERIA

*****CHANGES WERE MADE IN RFP AS ORIGINALLY WRITTEN, PLEASE NOTE CHANGES TO THE CATEGORY LISTED BELOW:**

The evaluation committee will review and evaluate the proposals according to the following criteria based on a **maximum possible value of 1,000 points**. Proposals failing to meet the requirements of this RFP may be deemed non-responsive or subject to point deductions. The point value assigned to each component of the **Technical Proposal and Cost Proposal** will be based on the following scoring scale.

Category	RFP Section	Point Value
Vendor Qualifying Information	30% of points for a possible 300 points	
A. Vendor Profile and Experience	4.2.5.1.1	275
B. Past and Present Contractual Relationships with the Department	4.2.5.1.2	0
C. Contract Performance	4.2.5.1.3	<i>To be Determined</i>
D. Project Staff/Resumes/Job Descriptions	4.2.5.1.4	0
E. Staff Performance Evaluations and Training	4.2.5.1.5	15



**Digital Fingerprinting RFP 2022-700-01
Amendment 1**

F.	Background Checks	4.2.5.1.6	0
G.	Vendor Financial Stability	4.2.5.2	10
Method of Providing Services		50% of points for a possible 500 points	
A.	Service Delivery Approach	4.2.5.3.1	475
B.	Start-up Plan	4.2.5.3.2	15
C.	Assessment of Benefits and Impact	4.2.5.3.3	10
D.	Office Location	4.2.5.3.4	0
E.	Vendor Certifications	4.2.5.4.	0
Cost Proposal		20% of points for a possible 200 points	
A.	Cost Proposal	5.0	200

****Note changes to category below:

SECTION 6: EVALUATION CRITERIA

6.0 EVALUATION CRITERIA

The evaluation committee will review and evaluate the proposals according to the following criteria based on **a maximum possible value of 1,000 points**. Proposals failing to meet the requirements of this RFP may be deemed non-responsive or subject to point deductions. The point value assigned to each component of the **Technical Proposal and Cost Proposal** will be based on the following scoring scale.

Category	RFP Section	Point Value
Vendor Qualifying Information	30% of points for a possible 300 points	
A. Vendor Profile and Experience	4.2.5.1.1	275
B. Past and Present Contractual Relationships with the Department	4.2.5.1.2	0
C. References	4.2.5.1.3	<i>To be Determined</i>
D. Contract Performance	4.2.5.1.4	0
E. Project Staff/Resumes/Job Descriptions	4.2.5.1.5	0
F. Staff Performance Evaluations and Training	4.2.5.1.6	15
G. Background Checks	4.2.5.1.7	0



Digital Fingerprinting RFP 2022-700-01
Amendment 1

H.	Vendor Financial Stability	4.2.5.2	10
Method of Providing Services		50% of points for a possible 500 points	
A.	Service Delivery Approach	4.2.5.3.1	490
B.	Start-up Plan	4.2.5.3.2	10
C.	Assessment of Benefits and Impact	4.2.5.3.3	10
D.	Office Location	4.2.5.3.4	0
E.	Vendor Certifications	4.2.5.4.	0
Cost Proposal		20% of points for a possible 200 points	
A.	Cost Proposal	5.0	200